



Workforce Development Plan Durham Innovation District Phase 1 Longfellow Real Estate Partners

Plan Objective

The objective of this workforce development plan (“Plan”) is to establish a partnership between the NCWorks Career Center – Durham and **Longfellow Real Estate Partners, LLC** (hereinafter referred to as “Business”) in which Business will utilize the NCWorks Career Center – Durham as a primary source for recruitment to maximize the placement of Durham residents for as many of the new jobs created by this project as practical. The Business has no obligation to hire referred candidates from the NCWorks Career Center. This Plan refers to new positions created as a result of the project and positions created during construction/renovation/redevelopment for project as applicable.

If more than one subproject is included within this master project, the individual subprojects are defined as follows: Durham Innovation District Phase I consisting of commercial office and/or laboratory space, associated parking improvements, and public park area located at 224 and 302 Morris Street and 301 Morris Street.

NCWorks Career Center – Durham services are provided to the Business on a prepaid basis by revenue generated through taxes.

This workforce development plan is referenced in the contract or agreement titled Economic Development Agreement Between Longfellow Real Estate Partners, LLC and the City of Durham dated _____, 2015 (the “Contract”)

Defined terms used but not defined herein shall have the meanings ascribed thereto as provided in the Contract.

Plan Execution

General Terms

1. Business will utilize NCWorks Career Center – Durham as a source for recruiting by notifying the NCWorks Career Center – Durham of specific job opportunities with Business during the life of the project as soon as the need is identified. Business will notify the NCWorks Career Center – Durham of positions through a detailed job description (the NCWorks Career Center – Durham Position Listing form may be used if a formal job description is not available). When able, Business will notify the NCWorks Career Center – Durham of positions that will be created after the construction phase (ex: a hotel is being constructed; both construction and hotel job opportunities may be provided at appropriate timeframe). A requirement of this workforce plan is for the Business to list positions with the NCWorks Career Center – Durham and consider referrals from the NCWorks Career Center – Durham foremost before candidates from other sources. In cases where construction/renovation/redevelopment are involved, the general contractor and all sub-contractors are required to utilize the NCWorks Career Center – Durham for recruitment for all positions that are created as a result of the project. A list of all sub-contractors shall be provided by Business prior to

the start of the project for comparison to job listings recorded at the NCWorks Career Center – Durham at the end of the project.

It is the intent of the NCWorks Career Center – Durham to carefully screen individuals for the appropriate skill sets for prospective positions and to refer candidates that meet the knowledge, skills and abilities of those positions.

This agreement does not preclude the Business from using other sources to conduct recruitment, referral and placement activities. Job openings to be filled by internal promotion from Business' current workforce need not be listed with the NCWorks Career Center.

2. In cases where construction/renovation/redevelopment is involved in the project, Business will provide appropriate safety items and tools for new hires recruited through the NCWorks Career Center.
3. Business will partner with the NCWorks Career Center – Durham to participate in job fairs/on-going recruitment opportunities/outreach events.
4. Business shall provide quarterly workforce reports as stated under the section of this plan titled, 'Reporting Requirements'.
5. NCWorks Career Center – Durham and Business agree that for purposes of this Plan, new hires and jobs created include all Business' job openings and vacancies in the County of Durham including those created as a result of internal promotions, terminations, and expansions of Business' workforce, as a result of this project.
6. The NCWorks Career Center – Durham will screen jobseekers according to the position qualifications as listed on the job descriptions provided by the Business and refer candidates per instructions from Business. The NCWorks Career Center – Durham shall attempt to place a percentage of the Business' openings commensurate with the number of applicants within the given occupational areas of the positions being recruited.
7. The NCWorks Career Center – Durham will make every reasonable effort to implement cost-savings incentives such as work experience, on-the job training and relevant tax credits when relevant and appropriate to assist Business with recruiting efforts. Specifications and cost for such incentives will be mutually agreed upon by the Business and the NCWorks Career Center – Durham set forth in a separate agreement.
8. This Plan is made only in conjunction with the Contract and shall not be construed as an approval of any Business bid package, bond application, and lease agreement, zoning application, loan, incentive proposal or contract/subcontract.

Durham Youthwork Internship Program

The purpose of the program (formerly Mayor's Summer Youth Program) is to connect businesses with 14-22 year olds to assist with temporary assignments and for youth to be provided exposure to the workplace and meaningful work experience. Temporary assignments could be utilized for special projects, vacation leave or assistance in general and would be an opportunity to develop individuals

on an as-needed basis for future temporary needs. Positions should be appropriate for the age and skill level and not be considered high risk or otherwise dangerous. Youth are assigned to a business based on the needs of the business and the interest and ability of the youth.

As part of the Durham YouthWork Internship Program, Business will agree to participate in the interviewing process of youth that are candidates for a possible internship in the program (either with the temporary construction opportunities or at the business itself). Business shall not be required to hire an individual but shall pay for any intern(s) hired. Internship hours and schedule would be based on the need of the Business.

Agreement Modifications

- A. If, during the term of this Agreement, Business should transfer possession of all or a portion of its business concerns affected by this Plan to any other party by lease, sale, assignment, merger, or otherwise, Business as a condition of transfer shall:
1. Notify the party taking possession of the existence of Business' contractual agreement concerning this Plan, and that full compliance with this Plan is required of the party taking possession.
 2. Business shall, additionally, advise the NCWorks Career Center – Durham within seven (7) business/calendar days of the transfer. This notice will include the name of the party taking possession and the name and telephone of that party's representative.

Reporting Requirements

Business shall deliver to the City a quarterly report (City shall provide report template) within 45 days after the close of the preceding calendar quarter that reflects the following information for the immediately preceding calendar quarter:

1. Job openings during quarter
2. Number of hires during the quarter
3. Physical address including zip code for all new hires (to determine Durham residency)
4. Number of jobs and job openings from jobs listed with the NCWorks Career Center
5. Number of referrals received from the NCWorks Career Center
6. Number of referrals from the NCWorks Career Center – Durham that were interviewed
7. Number of hires from the NCWorks Career Center – Durham referrals
8. Types of Positions Listed with NCWorks Career Center – Durham Per Quarter
9. Quality of Referrals Received from NCWorks Career Center – Durham per Quarter (Satisfactory, Unsatisfactory, NA. If unsatisfactory feedback is requested)
10. Reports should be comprehensive and cumulative for the duration of the Contract. Reports should indicate timeframes for quarters represented and should reflect quarterly and cumulative totals for relevant data.